

Privacy Policy for Employees

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This privacy policy has been prepared by the Economic Councils (collectively referred to as "DØRS," "we," or "our") and applies to all employees. The policy describes what personal data we collect and process when you are employed by us. DØRS is the data controller and thus responsible for ensuring that your personal data is processed in accordance with applicable data protection legislation.

If you have any questions about this privacy policy or our processing of your personal data, you are always welcome to contact the Head of Administration, Peter Schrøder.

When contacting us via email, please remember that a regular, non-encrypted email is not a secure communication method, and you should not include any private or sensitive information in your email.

Information about Current and Former Employees

When you are employed by DØRS, we typically collect and process the following types of personal data about you:

General Personal Data, including:

- Your identity and contact information, including private address, phone number, and email address
- Education, previous employment, and other information contained in your CV
- Gender, place of employment, department, function/job title, salary range, salary
- Information obtained from references
- Information in connection with personality tests
- Information included in our correspondence with you
- Salary, bank account, tax information, and pension details
- Information about performance review material, including skill development
- Information about daily working hours
- Information about vacation, illness, parental leave, leave of absence, and other absences
- Information about IT equipment, phone, access card, and possibly a company card provided by DØRS for your work use
- Information about your relatives that you inform DØRS about
- Information about the number of children and their ages for the administration of care days
- Information about your use of email and the internet, as per the separate IT security policy
- Information about the termination of employment, including possible dismissal or expulsion

CPR Number (The Civil Registration System)

- Information about your CPR number to ensure a unique identification of you when we report information about your salary, etc., under the reporting obligations in tax legislation.

Sensitive Personal Data

- Membership of a trade union in connection with possible disputes
- Health conditions (dietary restrictions related to the lunch scheme, work injuries, sick leave, including fitness statements and medical certificates, information about parental leave related to unemployment benefit refunds, flexible jobs, or employment on special terms, such as in case of disability).

Purpose

DØRS processes your personal data to fulfill the purposes listed below, and only to the extent necessary in connection with your employment, or as required by applicable law:

- Recruitment of employees, including previous employment, professional qualifications, and conducting personality tests
- Administration of employees, including in connection with employment and termination. The administration is based on applicable legislation, collective agreements, and agreements made between labor market parties, as well as locally and individually agreed salary and employment terms.
- Performance and education, including employee development interviews, training courses, development, and career.
- Statistical purposes.

Legal Basis for Processing Personal Data

We process your personal data on the following legal grounds, in accordance with the EU General Data Protection Regulation (GDPR):

- Article 6.1a (consent)
- Article 6.1b (processing necessary for the performance of a contract to which you are a party or to take necessary steps before entering into a contract)
- Article 6.1c (legal obligation)
- Article 6.1e (public authority exercise)
- Article 6.1f (balancing of interests)
- Article 9.2a (consent)
- Article 9.2b (legal obligations)

CPR numbers are processed based on the rules of the Danish Data Protection Act, § 11, section 2, no. 1.

Sharing and Use of Personal Data

Access to your personal data is only granted to employees who have a work-related reason to deal with them. These are predominantly your supervisors and administrative staff. Personal data is used solely in connection with the necessary administrative management of your employment. However, DØRS may disclose and/or transfer your personal data to suppliers or service providers in connection with the operation of DØRS. Personal data is not transferred to countries outside the EU/EEA.

Data Retention

Your data is stored securely and confidentially. Your data will be retained until 5 years after your termination. Thereafter, all your personal data will be deleted. In rare cases (with recognized work injuries or occupational diseases), we must retain your data for up to 30 years.

Specifically for information about former employees on the internet and intranet, these are deleted as soon as possible after termination, unless specific reasons argue for a longer period.

Your Rights

You have certain rights regarding our processing of your personal data, with the limitations of the law. These include:

- The right to be informed about the processing of your personal data (obligation to provide information)
- The right to access your personal data (right of access)
- The right to have incorrect personal data corrected (right to rectification)
- The right to have your personal data deleted (right to be forgotten)
- The right to restrict processing and object
- The data controller must notify recipients of deletion, restriction, and rectification.

You can exercise your rights by contacting the Head of Administration, Peter Fruergaard Schrøder. Your request will then be processed in accordance with the applicable data protection legislation.

Your Right to Complain

You have the right to complain to the Danish Data Protection Agency about DØRS' processing of your personal data. You can find the Data Protection Agency's contact information at www.datatilsynet.dk